



Preparing for an Author Visit

Thanks for hosting me at your school! I look forward to meeting you and your students. Here are a few suggestions for an engaging and memorable visit:

- Presentations are especially meaningful if students are prepared and excited. Reading one of my books (or part of one) together as a class is a great way to create “buzz,” and so is a welcoming sign. Please feel free to involve local media, invite parents, or the principal to add to the occasion.
- The school library or a classroom is an ideal setting for an author visit. I ask that classroom teachers remain present during the presentation. This both ensures a smooth visit and allows teachers to follow-up in class after the presentation.
- On the day of my visit, I will need: **a small table to display my books and props.** (For writing workshops, students will need to bring paper and a pen or pencil.)
- Please have payment ready on that day of my presentation, unless we've already discussed an alternate arrangement.
- I'm happy to sign any books your school or students might want autographed. If you would like your students to have the opportunity to buy books from me, please let me know before my visit.

Thanks again for your interest!
See you very soon,

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